

HIV/AIDS Planning Council Staffing Model

Initially approved by the Planning Council on
August 17, 1995

Revised and Approved by the Planning Council on July 12, 2004
Revised Again and Approved by the Planning Council on April 14,
2008

Description of Relevant Planning Council and Public Health Staff/Member Roles

As Planning Council duties may change due to changes in federal or state legislation or guidance, Planning Council staffing may also change.

- 1. Planning Council Co-Chairs:** Recommend to and confer with Planning Council Administrator regarding a work plan and daily operations; Provide regular performance feedback; provide direct input to the HIV/AIDS Program Manager regarding all personnel decisions (e.g., hiring, firing, performance evaluation, etc.); Planning Council provides input via the Planning Council Co-Chairs.
- 2. Planning Council Administrator (Career Service Exempt):** Responsibilities of, and expectations for, this position will be reflected in the job description: Supervises the Council Administrative Specialist and the staff conducting needs assessment and evaluation work; Meets regularly with the Planning Council Co-Chairs and Executive Committee to help set agendas and carry out the Planning Council's work; Is functionally accountable for the work of the Planning Council and reports to, and is supervised by, the HIV/AIDS Program Manager (see Attachment 3); is a King County employee, exempt from the career service. Provides regular product delivery updates for this position to the HIV/AIDS Program Manager, the Care Services Program Manager, the Prevention Planning Program Manager, and the Planning Council.
- 3. Administrative Specialist:** Responsible for carrying out the work of the Planning Council including: recording and transcribing minutes of key meetings, maintaining Planning Council records, scheduling events, finding meeting rooms, copying and distributing materials, mail, etc.; reports directly to, and is supervised by, the Planning Council Administrator; is a King County employee.
- 4. Assessment and Evaluation:** Ideally, an Assessment and Evaluation staff person will be hired, to conduct needs assessments, assess the administrative mechanism of the Grantee, evaluate prioritization processes, conduct evaluation of other Council processes, and provide meeting support. If possible, additional tasks will be found in other parts of the HIV/AIDS Program in order to make this position full time. However, the position is supervised by the Planning Council Administrator, and should not participate in activities related to procurement or contracting. The Council and Council Administrator and Public Health may choose to revise this position, or hire contract worker(s) to perform its duties.
- 5. Care Services Program Manager :** Has responsibility for Public Health functions relative to all aspects of Ryan White funding; directly reports to, and is supervised by, the HIV/AIDS Program Manager; is a King County employee; provides regular product delivery updates for this position to the HIV/AIDS Program Manager, the Planning Council Administrator, and the Planning Council.
- 6. Prevention Planning Program Manager:**Has responsibility for Public Health functions relative to the prevention work of the Planning Council; directly reports to, and is supervised by, the HIV/AIDS Program Manager; is a King County employee; provides regular product delivery updates for this position to the HIV/AIDS Program Manager, the Planning Council Administrator, and the Planning Council. .

- 7. HIV/AIDS Program Manager:** Has administrative, managerial, programmatic and planning responsibilities for the HIV/AIDS Program, including supervision of all employees. Must assure that the work of the Planning Council and Public Health is integrated into a consistent regional planning effort for HIV/AIDS, and that a strong partnership and collaborative relationship is maintained between the two entities. Directly supervises Planning Council Administrator (see Attachment 3), Is responsible for all personnel decisions (e.g., hire, fire, performance appraisal review, promotion, professional development, pay and benefits, etc.) of the Planning Council Administrator. As part of annual performance evaluations, the HIV/AIDS Program Manager will seek input for the Planning Council Administrator from the prevention and care planning staff with the most contact with the Council, its products and its processes. Similarly, the HIV/AIDS Program Manager will seek input from the Planning Council Administrator for performance evaluations of prevention and care planning staff with the most contact with the Council.